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*January, 2017 Newsletter*

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## **Educator Licensure**

**Four Capitol Mall**

**Little Rock, AR 72201**

**[www.arkansased.gov](http://www.arkansased.gov) (501) 682-4342**



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*Dear Educators,*

*Happy New Year from the Office for Professional Educators, Licensure Unit.*

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### **Our New Name**

Yes, we have a new name – the Office for Professional Educators, Licensure Unit. We look forward to continuing to provide excellent service to all of you.

### **License Renewals for 2016**

For those whose license expired December 31, 2016, please check to see that your renewed license was received and is correct. If you have applied but have not received your renewed license, please contact the office of Educator Licensure at 501-682-4342 for assistance. If you have not applied for a renewed license, please go to this link <https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx> and choose Renewal to apply. Current Background Checks must be on file to renew your license.

### **Background Check Process for Licensure and Renewal**

1. Complete and mail to DHS the Child Maltreatment Central Registry Background Check Form.  
[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/Central\\_Registry\\_Form\\_011513.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf)
2. Begin the ASP and FBI criminal history background check online by using an online payment application.  
[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/Instructions\\_for\\_payment\\_for\\_online ASP\\_and\\_FBI\\_background\\_checks\\_revised\\_10\\_03\\_2016.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Instructions_for_payment_for_online ASP_and_FBI_background_checks_revised_10_03_2016.pdf)
3. Complete the ADE Background Consent/Fingerprinting Request Form.  
[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/Consent\\_Form\\_Revised\\_09\\_07\\_2016.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Consent_Form_Revised_09_07_2016.pdf)

4. Bring the receipt with transaction number and a government issued photo I.D. to the Live Scan site for fingerprinting.

[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/background\\_checks/Map\\_of\\_Education\\_Service\\_Cooperatives.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/background_checks/Map_of_Education_Service_Cooperatives.pdf)

### **Teach Again Campaign**

Do you know any teachers who have left the teaching profession and no longer have a current Arkansas license and desire to return to the profession? The Arkansas Department of Education has launched the Teach Again Campaign to create an additional teacher pipeline by bringing outstanding teachers back to the classroom! For more information please visit this link <http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/teach-again> and complete the Teach Again Contact Form.

### **Commissioner's Memos**

The ADE issues regulatory guidance and informational notifications to school districts in the form of a "Commissioner's Memo." These memos are posted online as soon as they are approved for release at <http://adecm.arkansas.gov/>. You can also subscribe at this site to receive Commissioner's Memo updates. Recent commissioner memos issued for Licensure include:

<a href="#">LIC-17-016 Licensure Exception Corrections</a>
<a href="#">LIC-17-017 Long-Term Substitute Teacher Request</a>
<a href="#">COM-17-030 Special Education Licensure, revised</a>
<a href="#">LIC-17-014 Licensure Test Change for Art (K-12) Licensure</a>

**Best Wishes for a Successful Second Semester!**